<div align="center">**Goshen Township's Zoning Inspection Job Description**</div>

Title:	Zoning Inspector
Salary:	Hiring Range: $16 to $18 an hour, DOQ
Reports To:	Planning and Zoning Director
Hours:	Part time (Typically, 7 hours a day, 4 days a week)
FLSA:	Non-Exempt

Purpose of the Position

The primary purpose of this position, will be to assist the Planning and Zoning Director in establishing and protecting the Township's Zoning and Property Maintenance standards, as established by the Goshen Township Zoning Resolution and Property Maintenance Code.

Additional Responsibilities and Duties

- Respond to inquiries by the public, regarding alleged property maintenance and zoning violations in an orderly, efficient manner
- Investigate and determine property maintenance and zoning violations
- Maintain records of inspections (field reports and photography)
- Research and issuance of notices to property owners regarding violations
- Insure maintenance of township property maintenance and zoning files and records of correspondence
- Plan review for zoning compliance and conduct field inspections
- Maintain records of inspections (field reports and photography, zoning)
- Other duties as assigned by Township's Planning and Zoning Director

Required Knowledge and Skills

- Knowledge of basic construction techniques (residential, commercial, and industrial). Ability to review construction documents for zoning compliance
- Ability to update and create new documents using MS Office Suite
- Ability to be apolitical and made decisions without bias
- Ability to interpret Goshen Township's Zoning Resolution and Property Maintenance Code
- Public Relations skills.
- Verbal and written communication skills.

Essential Functions

- Sit at a desk for potentially long periods of time
- Ability to communicate on the telephone and in person
- Ability to interact with internal and external customers in a professional manner
- Ability to drive a vehicle (car or truck) in all weather conditions
- Use common construction tools as needed
- Ability to be bonded in the State of Ohio
- Knowledge and ability to operate basic office equipment, such as a multi-line telephone, computer, fax machine, copier, etc.
- Work outside in temperatures below 32 degrees Fahrenheit or above 85 degrees Fahrenheit
- Record keeping

Qualifications
- Valid Ohio Driver's License
- Associate degree in Architecture, Construction Management, Engineering, Planning, or another appropriate related field OR
- Three (3) years of experience in a related field

Tools and Equipment
- Motor vehicle
- Personal / Laptop / Tablet Computer
- Laser Printer
- Scanner / Large Format Plotter
- Copier / Fax machine
- Handheld radio / Wireless Communications (cell phone, pager)
- Photography Equipment (Digital / Analog)
- Telephone (multi-line)
- Calculator
- Tape measure and measuring wheel
- Other equipment as related to this position

Physical Demands
Ability to perform plan review, office related duties and access a wide variety of residential and commercial/industrial construction sites, building's, and properties. (The many of these sites and buildings are not completed and do not have a finished grade.) Perform field inspections over various topographic conditions, with slopes ranging from flat (0%-6%), to moderate (6%-12%), to severe (over 12%).

Frequently required to sit and talk or hear, move, and extend arms in a wide range of movements to reach for files, documents, publications, and equipment handles, and can grasp, hold various types of equipment, and at a minimum level operate a keyboard/typewriter.

Visually define, recognize, evaluate, and differentiate objects, such as written information, messages, warning signs and safety hazards that may be encountered during field inspections.

Work Environment
The work environments of this position are representative of those an employee encounters while performing essential functions of the job. The duties of this job are performed in both a climate-controlled office setting with the potential of being out of doors in an uncontrolled setting.